

USDA TARGET Center Scooter Policy

The purpose of the TARGET scooter loan program is to provide an informal accommodation for USDA employees who have temporary mobility issues. USDA employees may borrow a TARGET scooter for a limited timeframe when they are faced with temporary mobility issues which include, but are not limited to, minor surgical procedures, accidents, injuries or illnesses that restrict their ability to move around the South complex. USDA employees with mobility issues of a more long-term nature should follow USDA reasonable accommodation guidelines for seeking long-term accommodations through their Disability Employment Program Manager (DEPM). The following is TARGET's policy regarding scooter loans:

1. Scooters loaned by USDA employees must be returned after **four (4) weeks**.
2. TARGET scooters are to be used during normal business hours and shall remain in the complex overnight for charging and storage purposes. Scooters **must** be parked at **Wing 1, Second Floor at the end of each work day**.
3. TARGET scooters are not to leave the Ag-South complex; they are only equipment for indoor usage only.
4. In the event that TARGET develops a waiting list for scooter loans, any scooter that is past due, is subject to being reclaimed by TARGET personnel.
5. In the event that TARGET is placed in a position of having to reclaim a scooter, the employee, their supervisor and their DEPM will be given a written (e-mail) 48-hour notice.
6. Employees who have involuntarily had the TARGET scooter reclaimed are eligible to obtain another scooter loan, subject to the above policy. If there is a waiting list, they will be placed on the waiting list in chronological order, based on time and date of request.
7. Scooter keys are the responsibility of the USDA employee that borrowed the scooter. Lost or stolen keys will be replaced with key-duplication charges billed to the employee.
8. Accidental damage and routine repairs of TARGET scooters are TARGET's responsibilities.
9. Intentional damage or misuse of TARGET scooters may result in loss of loan privileges and/or billing for scooter repairs, to be paid by the employee that borrowed the scooter.

I have read the above policy statement and agree to abide by these guidelines and return the scooter to **TARGET by** _____.

Print Employee Name: _____ Agency: _____

Email: _____ Room No.: _____

Employee's Signature Date Telephone number

Supervisor's Name Date Telephone number

Supervisor's Signature